



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN**  
**MEETING AGENDA**  
September 11, 2018  
Municipal Center, Conference Room A  
7:00 p.m.

**CALL TO ORDER**

**ANNOUNCEMENTS**

**1. SCHEDULE**

a) [Board of Assessors - Overview](#)

- Vision Conversion
- New Growth
- Chapter Land

**2. APPOINTMENTS**

**Board of Selectmen**

- a) [Auxiliary Fire Fighter, Anthony Rice \(Station 1\)](#)
- b) [Auxiliary Fire Fighter, Thomas Fitzgerald \(Station1\)](#)
- c) [Alternate Member Zoning Board of Appeals – Brian Waller](#)

**3. RESIGNATIONS**

- a) [Election Worker – Susan Wenc](#)

**4. TOWN ADMINISTRATOR**

- a) [Treasurer/Collector](#)

**5. NEW BUSINESS**

- a) [One Day Beer & Wine License – Maries Catering / Grafton Community Barn](#)

**6. SELECTMEN REPORTS / TA REPORTS**

**7. CORRESPONDENCE**

## **8. DISCUSSION**

a)

## **9. MEETING MINUTES**

### **EXECUTIVE SESSION**

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

### **ADJOURN**

## **SCHEDULE 1 (A) – BOARD OF ASSESSORS**

This is the first of the many “Touch Base” meetings between the Selectmen and members of our Boards and Committees.

The Board of Assessors will be present to give an overview of items they have been working on and upcoming plans. They will discuss the Vision Conversion Project, New Growth and Chapter Land items.

Mary Oliver and Ken Grew will be in attendance

## **#2 APPOINTMENTS – Board of Selectmen (A & B)**

Fire Chief Michael Gauthier has submitted a recommendation to appointment two Auxiliary Fire Fighters; Anthony Rice, Station 1 & Thomas Fitzgerald, Station 1

### **MOTION (A)**

I move the Board vote to appointment Anthony Rice as an Auxiliary Fire Fighter assigned to Station 1

### **MOTION (B)**

I move the Board vote to appointment Thomas Fitzgerald as an Auxiliary Fire Fighter assigned to Station 1



## TOWN OF GRAFTON FIRE DEPARTMENT

26 Upton Street • Grafton, MA 01519  
508-839-4606 • Fax 508-839-8520

Michael E. Gauthier  
Fire Chief

Mr. Timothy McInerney, Town Administrator  
Municipal Center  
30 Providence Road  
Grafton, MA 01519

Dear Mr. McInerney:

I am recommending the attached applicants for appointment to the Auxiliary of the Grafton Fire Department. The applicants come to us from other Fire Departments, they have passed the Firefighter Pre-Placement Physical and are Firefighter I/II certified.

The first applicant, Mr. Anthony Rice, 94 Old Westboro Road, North Grafton, would be assigned to Station 1.

Mr. Thomas Fitzgerald, 18 McMahon Avenue, Clinton, MA would also be assigned to Station 1. Mr. Fitzgerald is a Town of Grafton Highway Department employee, he would serve as a valued day time firefighter. Mr. Fitzgerald had discussed his desire to apply with his Superiors prior to applying and received their approval.

Both men would be an asset as they come to us as experienced firefighters.

Yours truly,

Michael E. Gauthier,  
*Fire Chief*

MEG:cb

Cc: Station 1,2,3  
File  
Attch: Applications

## **#2 APPOINTMENTS – Board of Selectmen (C)**

Brian Waller submitted a Citizen's Activity Form noting his interest in serving on the Zoning Board of Appeals. At their Sept 6<sup>th</sup> meeting the ZBA reviewed the request and are in support of appointing him. The only vacant seat is an alternate position and Mr. Waller is aware of this.

Brian will be finishing out Megan Perrotta's term.

### **MOTION:**

I move the Board vote to appointment Brian Waller to the Zoning Board of Appeals as an Alternate Member with a term to expire June 30, 2019.



## Grafton, MA

30 Providence Road

Phone: 508-839-5335

### Citizen Activity Form

*Good Government Starts with You*

**Date Submitted:** September 4, 2018

**Name:** Brian Waller

**Home Address:** 130 Keith Hill Rd  
South Grafton, MA 01560

**Mailing Address:** 130 Keith Hill Rd  
South Grafton, MA 01560

**Phone Number(s):** (508)333-2062 - Cell  
(508)986-9966 - Work

**Email Address:** bwaller@sequellaw.com

**Current Occupation/Employer:** Lawyer / Sequel Law LLC

**Narrative:** I recently left a job in downtown Boston to start my own law practice locally. I am interested in getting more involved in the community now that I am not commuting 3 hours per day. I have lived in Grafton for over 15 years and my kids have participated in many of the activities offered through the town. I feel I have the time now to give back to the community.

**Board(s) / Committee(s):** ☐ CAPITAL IMPROVEMENT PLANNING COMMITTEE  
☐ ZONING BOARD OF APPEALS

### **#3 RESIGNATIONS**

Susan Wenc, has submitted a letter of resignation as an Election Worker. The Town Clerk has been notified.

#### **MOTION:**

I move the Board accept the resignation of Susan Wenc as an Election Worker effective immediately.



## Kandy Lavallee

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**From:** 'Susan Wenc' via Clerks  
**Sent:** Monday, August 13, 2018 1:12 PM  
**To:** clerks@graffton-ma.gov  
**Subject:** Attn: Kandy

Hi Kandy,

Regretfully I need to inform you that currently I am no longer able to serve as an Election Worker.

I am having a total hip replacement next week and my follow up appt. is on Primary Day. Also ,every Tuesday beginning in September my husband and I have a standing appointment in Worcester for the next several months.

Therefore at this time it is best to step aside .

I really did enjoy working the polls.

With all good wishes.

Susan Wenc

Sent from Yahoo Mail for iPad

RECEIVED TOWN CLERK  
GRAFTON, MA  
2018 AUG 32 PM 3:22

#### **#4 APPOINTMENTS – TOWN ADMINISTRATOR**

The Treasurer / Collector position has been vacant since August 3<sup>rd</sup>. The position was advertised and twelve applications/resumes were recieved. The Town Administrator and Assistant Town Administrator interviewed four candidates. Amy Perkins was the most qualified with the most relative experience. The Selectmen are being asked to affirm this appointment.

#### **MOTION:**

I move the Board affirm the Town Administrator's appointment of Amy Perkins as Treasurer/Collector.

# AMY PERKINS



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## MUNICIPAL FINANCE • ACCOUNTING BUSINESS ADMINISTRATION

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Capable and knowledgeable Treasurer/Collector ready with 9 years of experience in municipal payroll, tax collections, deposit processing, and Town Treasurer/Collector administration.

### *CORE COMPETENCIES/BEHAVIORS*

- Bill Payment
- Collection Management
- Budget Administration
- Tax Reporting & Analysis
- Reconciliation
- Motivated Worker
- Proficient Correspondence
- Mentoring and Coaching
- Change Management

### *EDUCATION AND TECHNICAL SKILLS*

- Certified MA Municipal Treasurer
- Certified MA Municipal Collector
- FOSSE
- VADAR
- Harpers Payroll
- Microsoft Office Suite Excel, Access, PowerPoint
- BA Worcester State University
- MA Collectors & Treasurers Association School
- Leicester High School

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## PROFESSIONAL EXPERIENCE

TOWN OF LEICESTER – Leicester, MA

2014 – Present

Treasurer/Collector

- Oversees the collection of all municipal real estate, personal property, watershed and motor vehicle excise tax from commitment to final reporting.
- Reconciles tax accounts, bank statements, cash and all receivables; balancing monthly with the Town Accountant.
- Evaluates the Town's cash requirements; establishes and determines short-term cash management practices and activities, makes arrangements to ensure that an orderly cash flow is maintained in support of the expenses of Town operations.
- Manages all Town debt service functions including the analysis of cash flow; reviews with Financial Advisor and Bond Counsel the wording, structure, and amount of debt issued; determines and recommends the appropriate mix and timing of loans to ensure favorable market entry and that all legal requirements are met.
- Directs the daily operations of the Treasurer/Collector office; develops office procedures and prepares, reviews, and administers the department's annual operating budget including debt services.
- Maintains and processes office bill payables.

...continued...

**AMY PERKINS • Page 2**  
**PROFESSIONAL EXPERIENCE CONTINUED**

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- Prepares various reports including the reconciliation of Treasurer's cash, monthly reporting of receipts and balances, payroll deductions and input to the Town's Annual Report.
- Manages all tax title accounts, moving them to foreclosure in accordance with state regulations.

**TOWN OF LEICESTER – Leicester, MA**

**2009 – 2014**

**Assistant Treasurer**

- Assume the duties and responsibilities in the absence of the Treasurer Collector.
- Process and disburse municipal payrolls, including employee withholdings, contributions, deductions, tax reporting and direct deposits. Handles all related payables.
- Receipt of, processing and deposit of department turnovers.
- Prepares accounts payable checks. Reviews vouchers, transfers appropriate funds and disburse checks. Maintain and process office bills payable.
- Manage for adequate funds to cover current obligations, payroll and payable warrants and other remittances in a timely manner.
- Audit all of the Towns new hire paperwork in accordance with state and federal regulations.
- Assist Town employees with various questions related to benefits, insurance coverage, new premiums and payroll deductions.
- Process and posting of retiree health and life insurance payments.
- Disburse funds collected on behalf of Town districts and watersheds. Reconciling monthly.
- Collect, post and deposit Real Estate, Personal Property and Motor Vehicle taxes.
- Maintain online bill pay files and interest and process abatements and refunds in a timely manner.
- Perform a variety of clerical and administrative support functions for the office including, updating files, typing correspondence, data entry and filing.

**FAIRFIELD INN & SUITES – Auburn, MA**

**2006 – 2009**

**Front Desk Manager**

- Manage, train, supervise and evaluate front desk staff utilizing cross training and team approach including computerized systems, phone systems, and cash drawer procedures
- Track and balance online payments and reports for accurate balancing.
- Reconcile accounts and prepare entries for adjustment resolutions for discrepancies.
- Prepares cash disbursement for each shift ensuring adequate balancing. Post entries to the cashier's journal, balance cash and receipts.
- Process accounts payable and receivable and create reports for management to review.
- Create database for detail customer accounts and monitor follow through for all corporate clients and meeting room and group contracts.
- Assist staff in creating, adjusting and canceling reservations accordingly to accommodate the customer in accordance with all State privacy and confidentiality laws.
- Respond to Customer Care issues in a timely and efficient manner ensuring resolution.
- Handle cash, credit and online payments for customers.
- Responding to Customer Care issues & working directly with guests to resolve them.
- Maintain inventory and supply orders.

## **#5 NEW BUSINESS (A) ONE DAY BEER AND WINE LICENSE**

Jane Malley, Owner of Maries Catering submitted an application for a one day beer and wine license. Jane has submitted proof of insurance and TIPS certifications. The event is a 50<sup>th</sup> Class Reunion being held at the Grafton Community Barn, Wheeler Road on September 29<sup>th</sup>.

### **MOTION**

I move the Board vote to issue a One Day Beer and Wine license to Marie's Catering for and event on September 29, 2019 at the Grafton Community Barn.



# COMMONWEALTH OF MASSACHUSETTS

## TOWN OF GRAFTON

### APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: (FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

Marie's Catering

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

Sep 29, 2018

Date(s) for one day events

Grafton Community Barn

Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by ( X ), for which the fee is enclosed.

- |   |  |
|---|--|
| <input type="checkbox"/> Garage Class _____ (\$100)   | <input type="checkbox"/> Music (\$10)                          |
| <input type="checkbox"/> Hawkers/Peddler (\$25.00)  | <input type="checkbox"/> Common Victuallers (\$25)             |
| <input type="checkbox"/> Pool Room, 1 table(s) at (\$25) each   | <input type="checkbox"/> Innholders (\$25)                     |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each   | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) |
| <input type="checkbox"/> Auctioneer (\$25)  | <input type="checkbox"/> One Day All Alcoholic (\$25)          |
| <input type="checkbox"/> One Day Auctioneer (\$10)  | <input type="checkbox"/> Second Hand Articles (\$40)           |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side |  |

Business Name: Marie's Catering

License Holders Name/Title: Jane Malley owner

Business Address: 156 Boston Rd Sutton MA

Residential Address: 11 Johnson St Millbury MA

Phone Number & Email Address: 508-847-1481 jambuddy95@aol.com

PLEASE COMPLETE THE REVERSE SIDE  
Incomplete applications will not be processed

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Jane Malley

(Print) Name (of individual or Corporation as applicable)

156 Boston Rd

Street Address

Sutton MA 01590

City/Town

State

Zip Code

Jane Malley

\* Signature of Individual or  
Corporate Name (mandatory)

Re: Corporate Officer  
(mandatory, if applicable)

Fid. 042-803-585

Social Security No. (voluntary) or  
Federal Identification Number

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: \_\_\_\_\_

cji/TPM



CERTIFICATION NUMBER:

87918

ALCOHOL INTERVENTION METHODS

CERTIFIES:

David V Karacius

CAMPBELL TRENT  
508.756.8542

EXPIRES:  
NOV 13 2020

Marie's Catering  
Sep 29, 2018  
50th Class Reunion  
at Community Barn





**Coverage Is Provided In:**  
Ohio Security Insurance Company  
9450 Seward Road, Fairfield, Ohio 45014

Policy Number:  
**BKS (18) 58 19 94 55**  
Policy Period:  
**From 12/05/2017 To 12/05/2018**  
**12:01 am Standard Time**  
**at Insured Mailing Location**

## Common Policy Declarations

### Named Insured & Mailing Address

JANE MALLEY DBA MARIE'S CATERING  
PO BOX 633  
MILLBURY, MA 01527

### Agent Mailing Address & Phone No.

(508) 865-4433  
C D WHITNEY INSURANCE AGENCY INC  
PO BOX 15127  
WORCESTER, MA 01615-0127

Named Insured Is: INDIVIDUAL

Named Insured Business Is: CATERING

*In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.*

## SUMMARY OF COVERAGE PARTS AND CHARGES - CUSTOM PROTECTOR

This policy consists of this Common Policy Declarations page, Common Policy Conditions, Coverage Parts (which consist of coverage forms and other applicable forms and endorsements, if any, issued to form a part of them) and any other forms and endorsements issued to be part of this policy.

### COVERAGE PART

### CHARGES

Commercial Property	\$1,898.00
Commercial General Liability	\$1,478.00
Liquor Liability	\$193.00

**Total Charges for all of the above coverage parts: \$3,569.00**  
**Certified Acts of Terrorism Coverage: \$47.00 (Included)**

*Note: This is not a bill*

## IMPORTANT MESSAGES

- This policy is auditable. Please refer to the conditions of the policy for details or contact your agent.
- Notice: The Employment-Related Practices Exclusion CG 21 47 is added to this policy to clarify there is no coverage for liability arising out of employment-related practices. Please read this endorsement carefully.

Servicing Office and Issue Date  
Mass/Connecticut/Rhode Island  
10/20/17

Authorized Representative

**To report a claim, call your Agent or 1-800-366-6446**

DS 70 21 11 16



**Coverage Is Provided In:**  
Ohio Security Insurance Company

Policy Number:  
**BKS (18) 58 19 94 55**  
Policy Period:  
**From 12/05/2017 To 12/05/2018**  
**12:01 am Standard Time**  
**at Insured Mailing Location**

## Liquor Liability Declarations

Basis: Occurrence

**Named Insured**

**Agent**

JANE MALLEY DBA MARIE'S CATERING

(508) 865-4433

C D WHITNEY INSURANCE AGENCY INC

### SUMMARY OF LIMITS AND CHARGES

Liquor Liability Limits of Insurance	DESCRIPTION	LIMIT
	Each Common Cause Limit	1,000,000
	Aggregate Limit	2,000,000

Explanation of Charges	DESCRIPTION	PREMIUM
	Liquor Liability	191.00
	Certified Acts of Terrorism Coverage	2.00

**Total Advance Charges: \$193.00**

*Note: This is not a bill*

**To report a claim, call your Agent or 1-800-362-0000**

DS 70 22 01 08

10/20/17

58199455

POL SVCS

150

00400000



Coverage Is Provided In:  
Ohio Security Insurance Company

Policy Number:  
**BKS (18) 58 19 94 55**  
Policy Period:  
**From 12/05/2017 To 12/05/21**  
**12:01 am Standard Time**  
**at Insured Mailing Location**

## Liquor Liability Declarations Schedule

**Named Insured****Agent**

JANE MALLEY DBA MARIE'S CATERING

(508) 865-4433

C D WHITNEY INSURANCE AGENCY INC

### SUMMARY OF CLASSIFICATIONS - BY LOCATION

**0001 156 Boston Rd, Sutton, MA 01590-2411**

Insured: JANE MALLEY DBA MARIE'S CATERING

**CLASSIFICATION - 58161**

Restaurants, Hotels, Motels Including Package Sales

COVERAGE DESCRIPTION	PREMIUM BASED ON -	RATED / PER 1,000	PREMIUM
Liquor Liability	5,000 Dollars Of Gross Sales	2.660	\$13.00
Minimum Premium Adjustment			\$178.00
<b>Total:</b>			<b>\$191.00</b>

**Liquor Liability Schedule Total**

**\$191.00**

**To report a claim, call your Agent or 1-800-362-0000**

**DS 70 23 10 16**